

TENNESSEE SEX OFFENDER TREATMENT BOARD

POLICY NO. 5

COMMUNICATION AND INFORMATION SHARING POLICY

The Board recognizes the applicability of Tennessee's Open Records Act, T.C.A. §§10-7-501 et seq. and Tennessee's Open Meetings Act, T.C.A. §§8-44-101 et seq.

A. Requests for Information

1. A records request shall be submitted to the Board's presiding officer.
2. The request shall specify the records which are the subject of the request.
3. The request shall include the name, address, and telephone number of the individual making the request.
4. Copies of the requested records shall be mailed to the individual who made the request.
5. The fee charged for providing copies of requested records will be determined by administrative rule.

B. Requests to Address Board

1. An individual who wishes to address the Board shall make the request no less than ten (10) days before the Board meeting.
2. The request shall state the general purpose of the individual's request to address the board.
3. Individuals' requests to address the Board will be placed on the meeting agenda.
4. The Board will determine the length of time for which an individual may address the Board.